

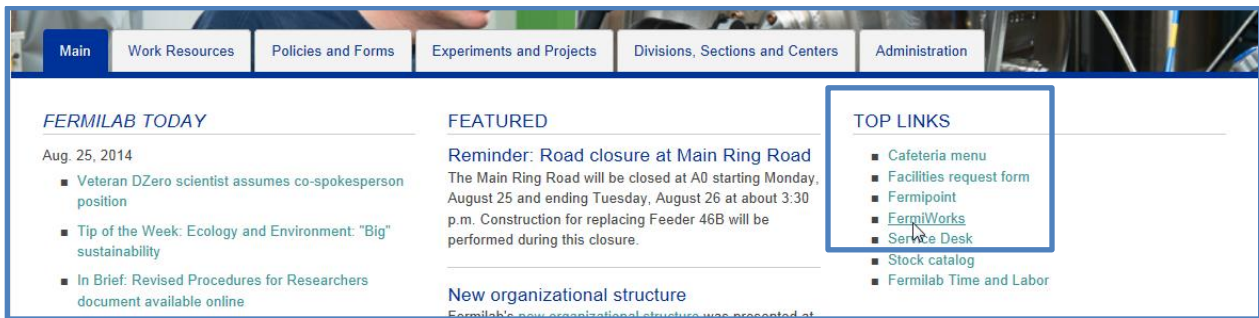
03.12.15

Overview: After performance reviews have been completed, the Compensation Department enters data for the merit process in FermiWorks. Once the merit process is complete your merit statement can be printed.

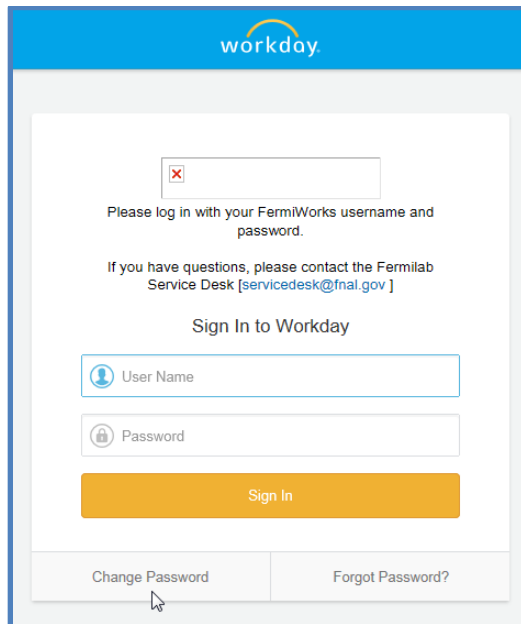
1. Go to the Fermilab Home Page.
2. Click **Fermilab At Work**.



3. Click **FermiWorks**, listed in the TOP LINKS column.



4. Enter your **User Name**, which is also your Services User Name.



Please log in with your FermiWorks username and password.

If you have questions, please contact the Fermilab Service Desk [servicedesk@fnal.gov]

Sign In to Workday

User Name

Password

Sign In

Change Password

Forgot Password?

FermiWorks

View and Print Merit Statement

03.12.15

5. Enter your **Password**.

NOTE: IF you do not have a FermiWorks password, contact the Help Desk at extension 2345.

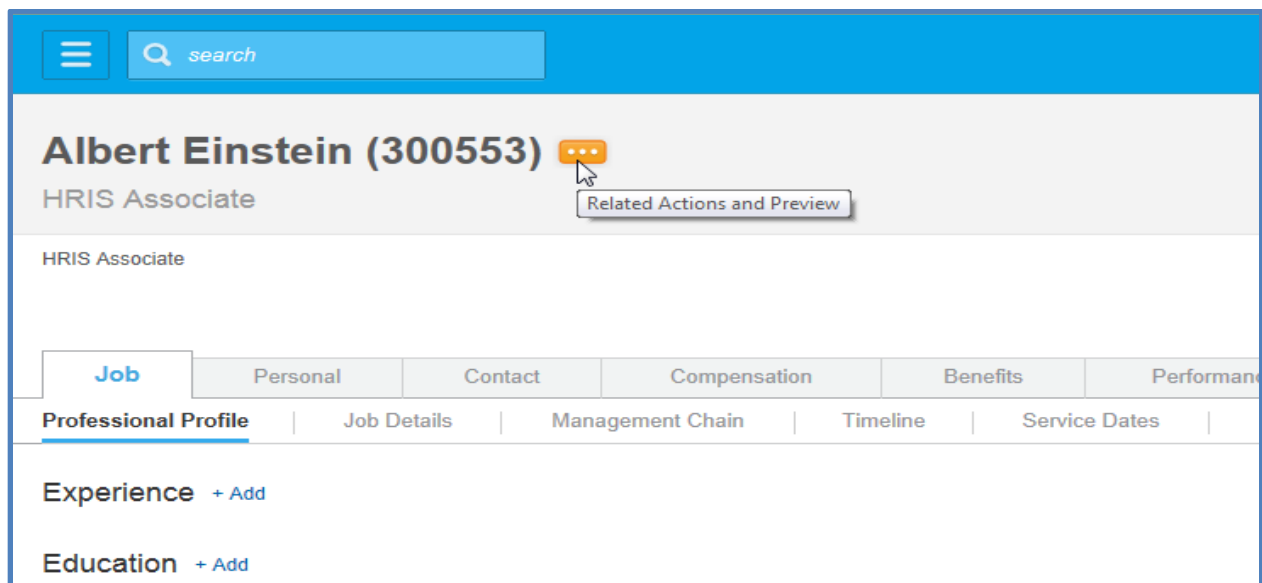
6. Click **Sign In**.

7. Click your photo.

8. Click **View Profile**.

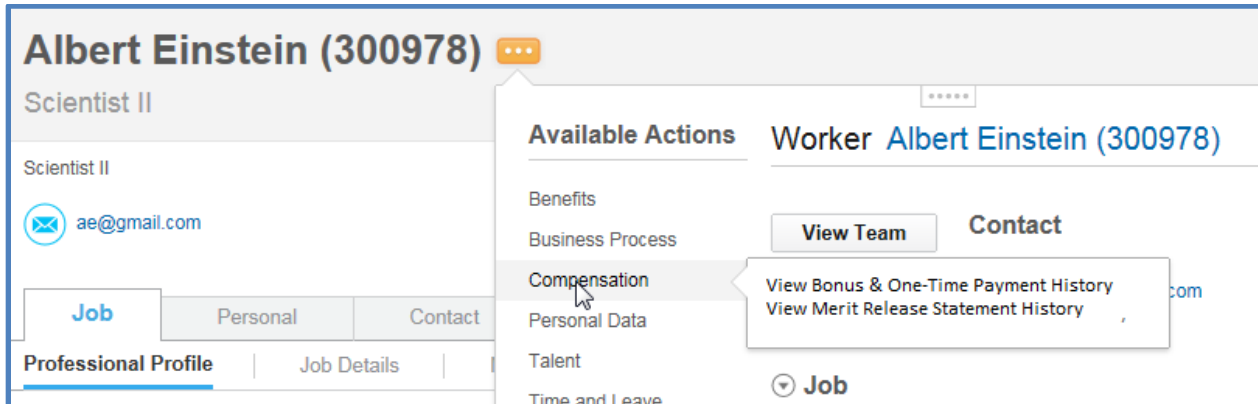


9. Click **Related Actions** to the right of your name.



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10. Click **Compensation** > **View Merit Release Statement History**.



Albert Einstein (300978) ...

Scientist II

Scientist II

 ae@gmail.com

Job | Personal | Contact

Professional Profile | Job Details |

Available Actions

- Benefits
- Business Process
- Compensation**
- Personal Data
- Talent
- Time and Leave

Worker Albert Einstein (300978)

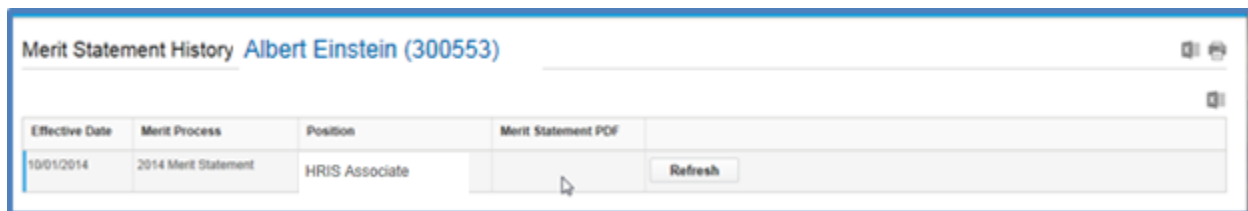
View Team **Contact**

View Bonus & One-Time Payment History


View Merit Release Statement History

Job

11. Select the appropriate Merit Statement PDF to view.



Merit Statement History **Albert Einstein (300553)**

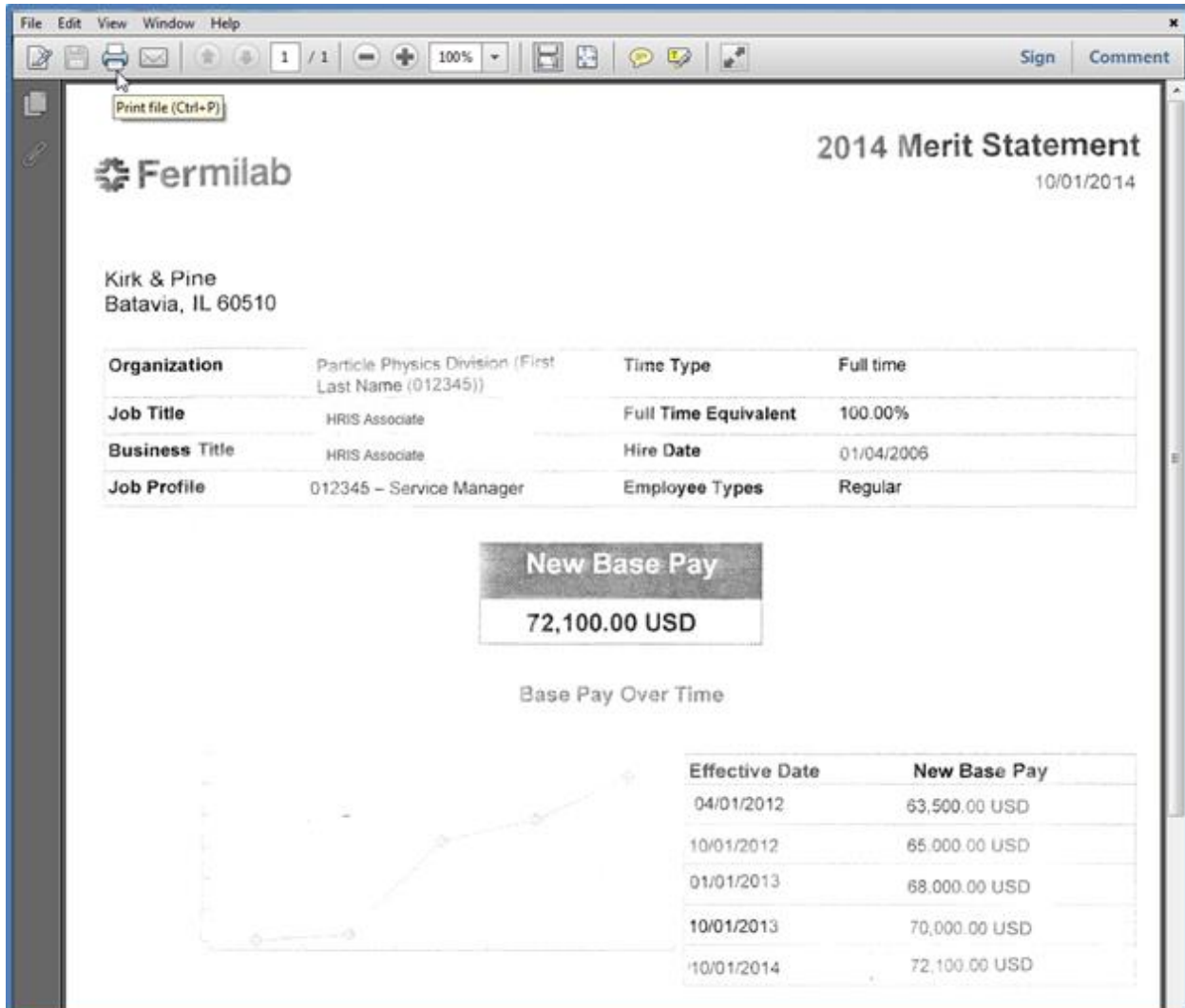
Effective Date	Merit Process	Position	Merit Statement PDF
10/01/2014	2014 Merit Statement	HRIS Associate	

Refresh

The Merit Statement displays in Adobe Acrobat.

NOTE: This statement is a sample. This is not real data.

12. Click **Print file**.



2014 Merit Statement
10/01/2014

Kirk & Pine
Batavia, IL 60510

Organization	Particle Physics Division (First Last Name (012345))	Time Type	Full time
Job Title	HRIS Associate	Full Time Equivalent	100.00%
Business Title	HRIS Associate	Hire Date	01/04/2006
Job Profile	012345 – Service Manager	Employee Types	Regular

New Base Pay
72,100.00 USD

Base Pay Over Time

Effective Date	New Base Pay
04/01/2012	63,500.00 USD
10/01/2012	65,000.00 USD
01/01/2013	68,000.00 USD
10/01/2013	70,000.00 USD
10/01/2014	72,100.00 USD

SIGN OUT OF FERMIWORKS

1. Click your photo.
2. Click **Sign Out**.

